

# **2005 NCAA Division III Men's and Women's Indoor Track and Field Championships**



## **Participation Manual**

***March 11-12***

***Illinois Wesleyan University***

***Bloomington, IL***



## Introduction

In the event that you are selected for the 2005 NCAA Division III Men's and Women's Indoor Track and Field Championships this participant manual will be helpful as a guide to the policies and procedures governing the administration and conduct of this championships event. Further, this official participant manual will provide specific information on hotel arrangements, travel, tickets and a schedule of events at the championships site. This annual championships event occurs March 11-12, 2005 at the Shirk Center in Bloomington, Illinois and Illinois Wesleyan University will serve as the host institution.

Similar to your team, we understand that thorough preparation is the key to success. That is why we are most excited about the upcoming championships. Good luck!

## Championships History

Since 1993

### Men's History

1993	Wisconsin-La Crosse
1994	Wisconsin-La Crosse
1995	Lincoln (Pennsylvania)
1996	Lincoln (Pennsylvania)
1997	Wisconsin-La Crosse
1998	Lincoln (Pennsylvania)
1999	Lincoln (Pennsylvania)
2000	Lincoln (Pennsylvania)
2001	Wisconsin-La Crosse
2002	Wisconsin-La Crosse
2003	Wisconsin-La Crosse
2004	Wisconsin-La Crosse

### Women's History

1993	Lincoln (Pennsylvania)
1994	Wisconsin-Oshkosh
1995	Wisconsin-Oshkosh
1996	Wisconsin-Oshkosh
1997	Christopher Newport
1998	Christopher Newport
1999	Wheaton (Massachusetts)
2000	Wheaton (Massachusetts)
2001	Wheaton (Massachusetts)
2002	Wheaton (Massachusetts)
2003	Wheaton (Massachusetts)
2004	Wisconsin-Oshkosh

# Table of Contents

Tournament Personnel .....	4
Division III Men's and Women's Track and Field Committee Members .....	5
Schedule of Events .....	6
Accommodations .....	7
Awards .....	8
Credentials .....	8
Drug Testing .....	9
Evaluations (Site) .....	9
Evacuation Plan .....	9
Site Diagram .....	10-11
Qualifying Standards, Important Dates, Entry Procedure.....	12
Meetings (Coaches), Banquet, Coaches Social .....	12
Performance List, Practice Schedule, Packet Pick Up.....	13
Practice Schedule .....	14
Sports Information/Credentials .....	15
Tickets.....	15
Transportation/Travel Information .....	15
Training Room/Medical Information .....	16-17
Uniforms .....	17
Uniform Declaration.....	18
Directions/Map .....	19-20
Travel Attachment .....	21
Coaches Checklist.....	22

## Tournament Personnel

<b><u>Title</u></b>	<b><u>Name</u></b>	<b><u>Phone Number</u></b>
<b>Tournament Director</b>	Chris Schumacher cschumac@iwu.edu	WORK:309-556-3624 CELL:309-287-2985 HOME:309-829-6340 FAX:309-556-3484
<b>NCAA Division III Men's and Women's Track and Field Chair</b>	Jim Jones jajones@salisbury.edu	WORK: 410/543-6337 CELL: 410/726-6620 FAX: 410/546-2639
<b>NCAA Liaison</b>	Kristin Steckmesser ksteckmesser@ncaa.org	WORK: 317/917-6618 CELL: 317/966-6441 FAX: 317/917-6826
<b>Local Media Coordinator</b>	Stew Salowitz salowitz@iwu.edu	WORK:309-556-3206 FAX:309-556-3804
<b>On-Site Athletic Trainer</b>	Bill Kauth bkauth@iwu.edu	WORK:309-556-3601 FAX:309-556-3484
<b>Ticket Manager</b>	Gaylynn Meek gmeek@iwu.edu	WORK:309-556-3196 FAX:309-556-3484
<b>Promotions/Marketing</b>	Stew Salowitz	WORK: 309-556-3206 FAX: 309-556-3804
<b>Facilities Coordinator</b>	Mike Wagner mwagner@iwu.edu	WORK:309-556-3341 CELL:309-830-7841 HOME:309-454-8318 FAX:309-556-3484
<b>Volunteer Security</b>	Chuck Adams security@iwu.edu	WORK:309-556-1111 FAX:309-556-3764
<b>Volunteer Coordinators</b>	Ron Altoff altrack@aol.com	WORK:740-548-3996 No Fax
<b>Hospitality Coordinators</b>	Mike Wagner mwagner@iwu.edu	WORK:309-556-3341 FAX:309-556-3484
<b>Committee Room</b>		PHONE:309-556-2629 FAX:309-556-2628

## Division III Men's and Women's Track and Field Committee

Linda Barley, Cross Country Liaison	York College 718/262-5112 <a href="mailto:barley@york.cuny.edu">barley@york.cuny.edu</a>
Troy Engle, Rules Committee Liaison	Occidental College 323/259-2715 <a href="mailto:tengle@oxy.edu">tengle@oxy.edu</a>
Mark Guthrie, Indoor Liaison	University of Wisconsin, La Crosse 608-785-8679 <a href="mailto:guthrie.mark@uwlax.edu">guthrie.mark@uwlax.edu</a>
Jim Jones, chair	Salisbury University 410/543-6337 <a href="mailto:jajones@salisbury.edu">jajones@salisbury.edu</a>
Josh Payne, Cross Country Liaison	Hanover College 812/866-6800 ext. 7383 <a href="mailto:payne@hanover.edu">payne@hanover.edu</a>
Jim Pennington, Outdoor Liaison	Springfield College 413/748-3351 <a href="mailto:jpenning@spfldcol.edu">jpenning@spfldcol.edu</a>
Vanessa Seljeskog, Outdoor Liaison	Macalester College 651/696-6736 <a href="mailto:seljeskog@macalester.edu">seljeskog@macalester.edu</a>
Jennifer Breuer, Indoor Liaison	Trinity University (Texas) 210/999-8289 <a href="mailto:jennifer.breuer@trinity.edu">jennifer.breuer@trinity.edu</a>

**2005 DIVISION III MEN'S AND WOMEN'S INDOOR TRACK AND FIELD CHAMPIONSHIPS**  
**SCHEDULE OF EVENTS**

**Friday March 11, 2005**

10:30 AM	Women's Pole Vault	Prelims & Finals
11:00 AM	Men's Long Jump	Prelims & Finals
11:30 AM	Women's 20 Pound Weight Throw	Prelims & Finals
2:30 PM	Men's High Jump	Prelims & Finals
2:30 PM	Men's 35 Pound Weight Throw	Prelims & Finals
3:00 PM	Women's Long Jump	Prelims & Finals
5:30 PM	Women's Mile Run	Prelims
5:45 PM	Men's Mile Run	Prelims
6:05 PM	Women's 55 Meter Hurdles	Prelims
6:20 PM	Men's 55 Meter Hurdles	Prelims
6:35 PM	Women's 400 Meter Dash	Prelims
6:45 PM	Men's 400 Meter Dash	Prelims
6:55 PM	Women's 55 Meter Dash	Prelims
7:05 PM	Men's 55 Meter Dash	Prelims
7:15 PM	Women's 800 Meter Run	Prelims
7:25 PM	Men's 800 Meter Run	Prelims
7:35 PM	Men's 5000 Meter Run	Finals
8:00 PM	Women's 1600 Meter Relay	Prelims
8:10 PM	Men's 1600 Meter Relay	Prelims
8:20 PM	Women's Distance Medley Relay	Finals
8:40 PM	Men's Distance Medley Relay	Finals

**Saturday March 12, 2005**

10:30 AM	Men's Pole Vault	Prelims & Finals
10:30 AM	Women's Triple Jump	Prelims & Finals
10:30 AM	Men's Shot Put	Prelims & Finals
1:30 PM	Women's High Jump	Prelims & Finals
1:30 PM	Men's Triple Jump	Prelims & Finals
1:30 PM	Women's Shot Put	Prelims & Finals
4:00 PM	Women's Mile Run	Finals
4:10 PM	Men's Mile Run	Finals
4:25 PM	Women's 55 Meter Hurdles	Finals
4:35 PM	Men's 55 Meter Hurdles	Finals
4:45 PM	Women's 400 Meter Dash	Finals
4:55 PM	Men's 400 Meter Dash	Finals
5:05 PM	Women's 55 Meter Dash	Finals
5:15 PM	Men's 55 Meter Dash	Finals
5:25 PM	Women's 800 Meter Run	Finals
5:35 PM	Men's 800 Meter Run	Finals
5:45 PM	Women's 5000 Meter Run	Finals

6:05 PM	Women's 1600 Meter Relay	Finals
6:20 PM	Men's 1600 Meter Relay	Finals

# **Accommodations – Championships Hotels**

The following is a list of area hotels and their contact information. The institution is responsible for contacting the hotel to make all arrangements and providing the hotel with a rooming list.

## **NCAA DIVISION III INDOOR TRACK & FIELD CHAMPIONSHIPS HOTEL LIST**

### **Best Western**

Amber Patterson 309-454-4070

20 Doubles \$70

6 Traders Circle, Normal (Near Bus. 51 North and I-55) Free Breakfast

### **The Chateau**

Kevin Myszkowski 309-662-2020

110 Doubles \$81

1601 Jumer Dr., Bloomington (North Side Veteran's Parkway) Free Breakfast

(February 23, 2005 cutoff date for reservations)

### **Country Inn & Suites**

Michelle Pearson 309-662-3100

30 Doubles \$75

2403 E. Empire, Bloomington (Rte. 9 & Veteran's, Near Airport) 10 King Suites w/ Sofa \$85

Free Breakfast

### **Country Inn & Suites**

Amie Leander 309-828-3993

30 Doubles \$75

919 Maple Hill Road, Bloomington (Market Street and I74/55) Free Breakfast

### **Radisson**

Gary Wilson 309-664-6446

50 Doubles \$80

10 Brickyard Dr., Bloomington (1 mile North of Bus. 51 on Veteran's Parkway) Free Breakfast

### **Hampton Inn**

Mary Ettien 309-662-2800 16 Doubles \$70

604 \_ IAA Dr., Bloomington (Veteran's Pkwy and Rte. 9) Free Breakfast

### **Hawthorne Suites**

Leslie Sickles 309-829-8111

25 Double Suites \$75

One Lyon Ct., Bloomington (I55/74 Exit 160A) Free Breakfast

### **Holiday Inn & Suites**

Tony DeAngelis 309-862-1600

14 Doubles \$79

1715 Parkway Plaza, Normal (1 mile South on Veteran's Parkway & I55) Free Breakfast



**Holiday Inn**

Joel Ramseyer 309-452-8300

30 Doubles \$84.50

8 Traders Circle, Normal (Bus. 51 North & I55)

(February 16th, 2005 cutoff date for reservations)

**Ramada Inn**

LeAnn Rocha 309-662-5311

65 Doubles \$70

1219 Holiday Dr., Bloomington (Rte. 9 and Veteran's Parkway) Free Breakfast

**\*\*All Hotels have a cutoff date for reservations of March 2, 2005, unless noted otherwise\*\***

## Awards

Official NCAA awards will be presented to the top eight finishers in each event of the championships. First, second, third and fourth place team trophies will be awarded in each of the championships. Participation certificates will be provided to all student-athletes competing or in uniform in the championships. These certificates will be sent to the institution's director of athletics.

## Credentials

Credentials will be distributed at packet pick-up or the NCAA mandated head coaches and administrators meeting:

1. Coaches' credentials will be distributed by team according to the following formula:

<u>Number of Athletes</u>	<u>Number of Credentials</u>
1-8	1
9 or more	2

2. Each athlete registered to compete will receive one credential for access to the championships.
3. Credentials are non-transferable. Any student-athlete, coach, administrator, media, athlete, or training personnel found giving or selling their credential to another person is subject to sanctions by the NCAA Division III Men's and Women's Track and Field Committee.
4. Additional credentials will be on sale for \$15 at packet pick-up.

# Drug Testing

NCAA championships committees, following a recommendation from the NCAA drug-testing subcommittee, have discontinued the practice of announcing whether drug testing will be conducted at NCAA championships events.

Although knowing prior to competition whether NCAA drug testing was to occur had value for reasons of convenience, it left open the possibility that student-athletes might be tempted to use banned substances if they knew that NCAA testing was not being conducted at the site of competition.

Therefore, all coaches and student-athletes should presume that post-event NCAA drug testing will occur at this championships event. Please note that no student-athlete will be notified of or escorted to NCAA drug testing without the knowledge of an official, credentialed representative from that student-athlete's institution.

If drug testing were to occur the following format would be followed:

# tested: DIII – 68

Test Plan: Winner and 1 at random from individual event; winning team and 1 at random from relay after athlete's last event of that day

## Evaluations (Site)

**Site evaluation forms** will be distributed to a random selection of 25 coaches.

We ask that you return this evaluation to a member of the Division III Men's and Women's Track and Field Committee prior to your departure from the championships. Your input is a valuable resource to continue the improvement of the championships. See Attachment 4 for the evaluation form.

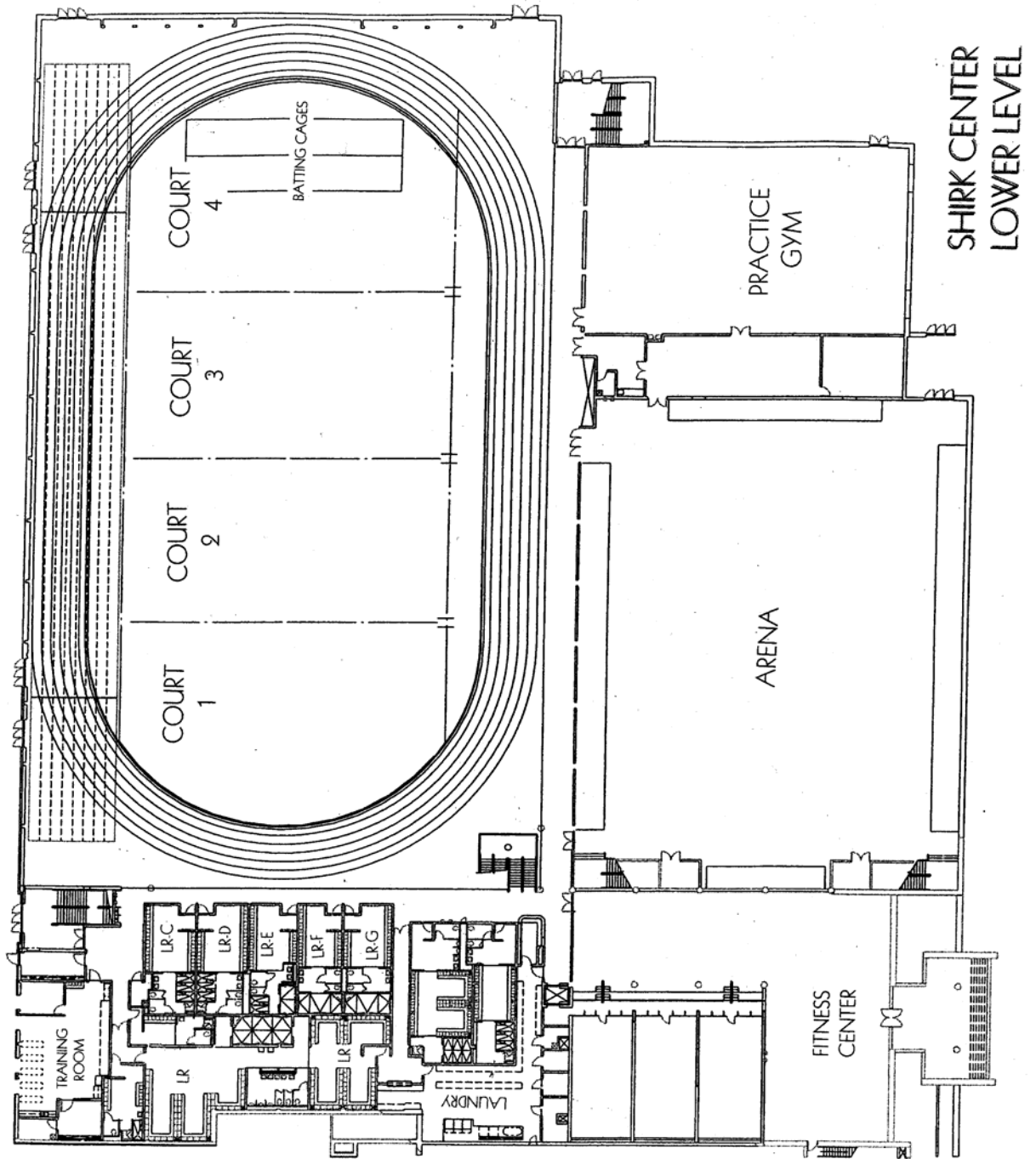
## Evacuation/Severe Weather Plan

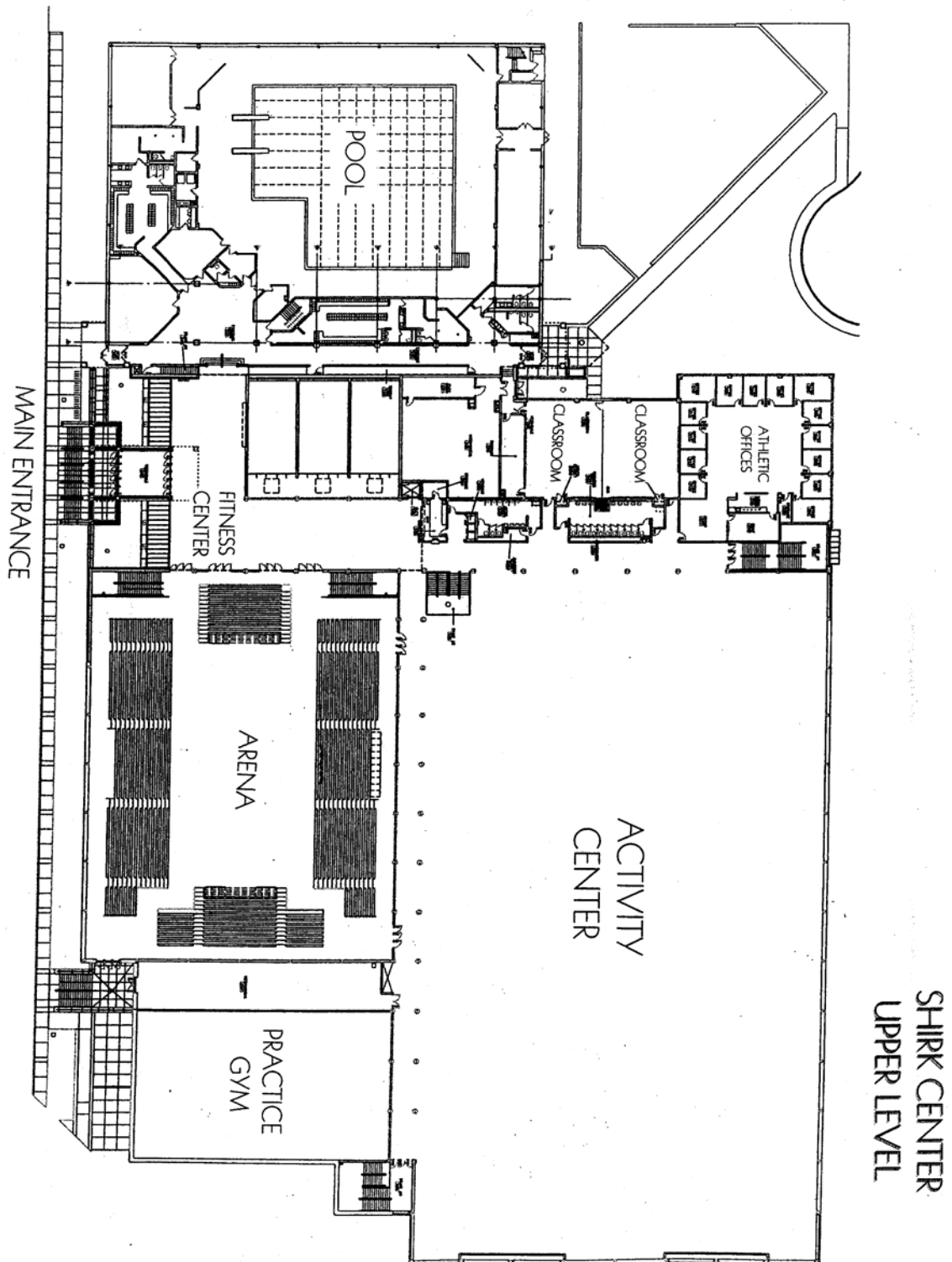
**Fire:** Should the fire alarm sound, evacuate the building at the nearest available exit. **Do not use elevators. Do not panic.** Once outside move to a clear area that is at least 500 feet away from the building. Keep streets and walkways clear for emergency vehicles.

**Tornado:** A Tornado Watch/Severe Weather Watch means tornados are likely to develop. Be alert to changing weather situations and be prepared to take appropriate action if upgraded to a WARNING.

If a Tornado Warning is issued move to the track level of the Shirk Center and enter the gender appropriate the locker rooms just off of the track. **Do not use elevators.** If disabled cannot safely move to the track level, assist to one of the bathrooms. Protect your face and head.

**\*\*Please make prior arrangements with members of your travel group on where to check in with you once the all clear has been given for any emergency situation.**





## **Qualifying Standards**

Qualifying standards for the 2005 Division III Track & Field Championships are listed in the NCAA Division III 2005 Indoor Track & Field Championships Handbook. They can also be found at the NCAA website <http://www1.ncaa.org/membership/champadmin/track/index.html> or the official host website at <http://www.iwu.edu/~iwunews/sports/NCAAIIndoor05/>.

## **Championship Dates and Timelines**

(All times are CST)

### **Saturday, March 5**

Last day to qualify for 2005 Indoor Championships  
11:59 p.m. Deadline for POP entries

### **Sunday, March 6**

**10 a.m. – 5 p.m.** - Online entry period, any entries submitted after this time shall be considered late. Challenges will also occur during this time for erroneous marks listed on the final performance lists.  
**5 p.m.** – Committee makes calls to coaches of non-declared automatic qualifiers. Entries considered late, but may be considered for the meet with a fine until 8 p.m.

### **Monday, March 7**

**8 a.m.** – Committee posts the unofficial preliminary fields at [www.raceberryjam.com](http://www.raceberryjam.com).  
**10 a.m.-Noon** - Challenge period  
**1 p.m.** – Official fields are posted online.  
**6 p.m.** – Heat Sheets are posted online.

## **Proof of Performance**

All Proof of Performance and entry forms for the national competition will be submitted electronically to Jack Moran at [www.raceberryjam.com](http://www.raceberryjam.com). Go to the website, click on Indoor Track, then NCAA and follow the instructions. Performances must be submitted no later than five (5) days following the performance.

All field-event marks must be measured, recorded and submitted metrically or empirically. Metric is the preferred system of measurement. Coaches should not make conversions to any measurement. Proof of Performance forms sent or corrected more than five (5) days after the performance will be subject to a fine of \$50 up to a maximum of \$300 (men's and women's teams count separately). **Coaches will not receive their packets until all fines are paid.**

## **Entry Procedure**

Coaches or Directors of Athletics of qualifying student-athletes (automatic or provisional) must submit final entries online at [www.raceberryjam.com](http://www.raceberryjam.com) from **10 a.m. – 5 p.m. (CST), Sunday, March 6<sup>th</sup>**. Entries may not be made prior to this time. Entries submitted after this time will be considered late. Please refer to the NCAA Division III 2005 Indoor Track & Field Championships Handbook for complete entry procedure to assure your athletes' participation in the championship meet.

**\*\*\*REMINDER: It is the coaches' responsibility to inform the committee immediately if for some reason an athlete declared and selected to compete in the national competition cannot compete.**

## **Performance List**

Performance list will be available at [www.raceberryjam.com](http://www.raceberryjam.com), based on submitted performances. **Please do not** call Illinois Wesleyan for this information.

## **Packet Pick-Up**

Thursday, March 10, 2005 – 1-3 p.m. (CST)

Location: *Shirk Center – Main Concourse*

**NO ATHLETES** will be allowed in packet pick-up area.

## **Late Packet/Memento Pick-Up**

Packets not picked up during packet pick-up will be available at the banquet Thursday evening. Mementos not picked up during packet pick-up will be available at the start of competition next to apparel sales.

## **Mandatory Coaches Meeting**

The NCAA Division III Men's and Women's Track and Field Committee will conduct a coaches meeting of the competing institutions at 4:00 p.m. (CST) in (CNS 101) Center for Natural Science Lecture Hall (See campus map on page 20 for location) to review championship procedures. It is mandatory that each institution's representative be present. **If institutional representatives are not in attendance within 15 minutes of the start of the meeting, it will result in a \$100 fine for the institution.** A letter will be sent to the director of athletics.

## **Coaches & Athletes Banquet**

The banquet will be held Thursday evening in the Shirk Center Performance Arena. The buffet will begin at 6:30 pm. One ticket will be provided for each head coach and participating athlete. There are a limited number of tickets available that may be purchased during packet pick-up for \$20 on a first come first served basis.

## **Coaches Social**

The coach's social, sponsored by M-F Athletics, Mondo, and UCS will be held at the Eastland Suites following the banquet at 8:30 p.m.

## **Posting & Pick-Up of Results**

Results will be posted on the west glass wall of the Shirk Performance Arena on the main concourse. Final daily results will be available one hour after competition has concluded. One copy will be available to each head coach.

## **Indoor Track Facility Specifications**

### **TRACK**

The track is a 200 meter, 6 lane (8 lane straight away) Martin surface. **1/4"exposed Pyramid Spikes only! Christmas Trees will be allowed. No PINS or NEEDLES.**

### **LONG JUMP/TRIPLE JUMP**

Located inside the track on the back straight.  
Distance ff board to pit is 12 feet for the long jump,

32 feet for the women's triple jump, and 37 feet for the men's triple jump. The approach is approximately 150 feet for the long jump and 125 feet for the triple jump.

## **HIGH JUMP**

Will be located on the infield court #1 at the West end of the track.

## **POLE VAULT**

Located on the inside of the track on the home stretch and the approach is approximately 120 feet.

## **SHOT PUT & WEIGHT THROW**

Will be on the infield at the East end of the track. Throwing circle is wood. A cage will be used for both events. **Bag weights only! No hard shell weights!**

**\*\*The NCAA will provide the following weight for exclusive use at the championships – Gill Item #3950 – 20lbs Orbiter Indoor Throwing Weight and Gill Item #3955 – 35lbs Orbiter Indoor Throwing Weight. No other weights will be thrown and institutions will not be allowed to use their weight implements for competition.**

## **TIMING**

Finish-Lynx timing system will be used.

## **STARTING BLOCKS**

All athletes will be required to use blocks supplied by Illinois Wesleyan University. UCS Olympic blocks and Moyer blocks will be available.

## **Seating**

Spectator seating will be available on the second level balcony and at the track level outside of the track. Coaches seating will be available at each field event venue with proper credentials.

## **Practice Information**

The track will be available for practice during the following schedule:

Wednesday, March 9th	<b>5pm -9pm</b>
Thursday, March 10th	<b>10am – 5pm</b>
Friday, March 12th	<b>NO Practice on track</b>

## **Warm-up Area**

The warm- up area will be located in the Shirk Performance Arena. **NO SPIKES!**

## **Clerking Area**

The clerking area will be located in the NE corner of the Shirk Performance Arena. **All athletes are required to check in at the clerking area.** Please have athletes bring their competition spikes to the clerk to be inspected during check-in. Spikes will be impounded until the athletes are escorted to the holding room, at which time they may change into their spikes. Spikes for the field events will be checked at the event. Spikes will also be checked between prelims and finals. A clerking schedule will be enclosed in the meet information packet, as well as posted in the warm up area.

## **Officials**

The NCAA Division III Men's and Women's Track and Field Committee is responsible for the approval of officials assigned to the championships.

The head official will conduct a field inspection the day before the championships. A full officials meeting will take place each morning of the championships prior to the start of the day's competition.

## **Sports Information and Credentials**

Credentials will be requested through the local media coordinator via each participating team's Sports Information Director. One media credential will be issued, upon request, prior to the championships, to each competing institutions' sports information staff. This person must be an employee of the institution. For more information see Appendix \_\_ for a letter from the host SID.

## **Tickets**

Only members of the official travel party receive credentials and are admitted free of charge. The remaining individuals must purchase a ticket. Advanced tickets are will not be available. Tickets must be purchased for each session.

General Admission	\$6.00
Students w/university ID	\$4.00

## **Transportation/Travel Information**

All transportation needs will be the responsibility of the participating team. Airline reservations must be made through Short's Travel Management (866-655-9215).

Please fax the travel information sheet (Attachment 1) by Noon on Thursday, March 10, 2005 to Kristin Steckmesser at 309-556-2628.

Charter Buses:     Name: Peoria Charter  
                         Phone: 800-448-0572  
                         Fax: 309-688-9520

**Directions** - Please see page 19 for a listing of complete directions from airport to team hotel and to Illinois Wesleyan University.

**Team Parking** – No special parking pass will be required. There is a large parking lot on the East side of the Shirk Center. There are two parking lots across the street to the south of the Shirk Center. (See Campus Map on page 20)



# Training Room and Medical Information

Trainers will be on site two hours prior to the meet and on the practice day. The training room is located **at the northwest corner of the track in the Shirk Center**. The training room is fully equipped with **all of the necessary modalities, taping and treatment areas, and staff**.

If you have any special needs, please contact:

**Dr. Bill Kauth, ATC**  
**Head Athletic Trainer**  
**Illinois Wesleyan University**  
**302 E. Emerson St.**  
**Bloomington, IL 61702-2900**  
**Office # (309) 556-3601**  
**Cell # (309) 824-6181**  
**E-mail: [bkauth@iwu.edu](mailto:bkauth@iwu.edu)**

## 2005 NCAA DIVISION III MEN'S AND WOMEN'S INDOOR TRACK AND FIELD CHAMPIONSHIPS

### ATHLETIC TRAINING INFORMATION

All modality taping and modality treatments will be administered in the Athletic Training Facility located in the Shirk Center Room 101. There will be an area for stretching and heating just prior to competition.

In order to administer an electrical modality treatment to a visiting student-athlete WE MUST HAVE A WRITTEN ORDER FROM A PHYSICIAN OR NATA CERTIFIED ATHLETIC TRAINER. Modalities available include electrical muscle stimulation, ultrasound, hydrocollator, whirlpools and ice.

All practice and competition venues will be staffed with Illinois Wesleyan University athletic trainers only! *Because of credential problems at past meets, we must know in advance if a certified or student-athlete trainer will be traveling with your team. Please notify the Medical Coordinator at (309) 556-3601 or email [bkauth@iwu.edu](mailto:bkauth@iwu.edu) the name of the ATC or student who will be attending the meet. We want to ensure you have the proper credentials and accommodations for you and your athletes. Traveling ATC's will only be allowed in competition venues if an athlete from their institution is injured.*

Athletic Training Facility Hours for the championships will be as follows:

Wednesday	12:01 pm to 6:00 p.m.
Thursday	10:00 a.m. to conclusion
Friday	9:00 a.m. to conclusion
Saturday	9:00 a.m. to conclusion

PLEASE BRING A STOCKED ATHLETIC TRAINING KIT

We will be happy to assist with taping or wrapping, but you must provide your own supplies.

Water will be available at the track.

If a hospital is necessary, Bromenn Hospital is located approximately 1 block from campus. The phone number is (309) 452-1400. A physician will be in attendance or on call during the meet.

Please direct all Athletic Training Questions to:

Bill Kauth Ed.D., ATC  
Head Athletic Trainer  
Illinois Wesleyan University  
Bloomington, IL 61702-2900  
Office Phone: (309) 556-3601  
Email: [bkauth@iwu.edu](mailto:bkauth@iwu.edu)

## **Uniforms**

### **Uniforms**

[Reference: Bylaw 12.5.4 in the NCAA Division III Manual and Rule 4.2.1 in the NCAA Track and Field Rules Book.]

When engaged in competition, each athlete must wear the official team uniform or be disqualified. A uniform should consist of school-issues shorts or briefs, top, or one-piece body suits. However, if the school issues tights and these are worn as the outer garment, then they become the official uniform. Clothing worn in addition must be worn under the uniform. It is recommended that such clothing be of a solid color. The uniform must be clean and of a material and design as not to be objectionable.

Bare midriff tops are not acceptable. (Note: The uniform top must meet or hang below the waistband when the competitor is standing.) Uniforms must allow for competitors' numbers to be placed above the waist (front and back) and for hip numbers to be placed on the hip, not on the leg or thigh. Uniform tops must not obscure hip numbers.

Wearing any part of the official team competition uniform illegally (e.g., top off or intentionally shortened, should straps lowered) while in the area of competition shall lead to a warning by the nearest official and, if repeated, to disqualification by the meet referee.

The primary color of any one-piece body suits worn by members of a relay team must be the same as the primary color of the top of those members not wearing one-piece body suits. The members may wear pants, shorts or briefs or a combination thereof that are of identical primary color. The length of one-piece body suits, if worn, may vary. Any visible garment worn under the shorts or briefs shall be of an identical color as those worn by other members of the relay team.

**INSTITUTIONAL HOUSING INFORMATION AND UNIFORM DECLARATION FORM**  
**INSTITUTION:** \_\_\_\_\_

**COACHES' NAME:** \_\_\_\_\_ **(please circle):**      Men      Women

**COACHES' CELL #:** \_\_\_\_\_

**ATHLETES PARTICIPATING**

<b>1</b> _____	<b>10</b> _____
<b>2</b> _____	<b>11</b> _____
<b>3</b> _____	<b>12</b> _____
<b>4</b> _____	<b>13</b> _____
<b>5</b> _____	<b>14</b> _____
<b>6</b> _____	<b>15</b> _____
<b>7</b> _____	<b>16</b> _____
<b>8</b> _____	<b>17</b> _____
<b>9</b> _____	<b>18</b> _____

**ADDITIONAL STAFF**

<b>1</b> _____	<b>4</b> _____
<b>2</b> _____	<b>5</b> _____
<b>3</b> _____	<b>6</b> _____

**HOTEL WHERE YOU ARE STAYING:** \_\_\_\_\_

**PHONE NUMBER AT HOTEL:** \_\_\_\_\_ (    ) \_\_\_\_\_

**COACHES BANQUET - # ATTENDING** \_\_\_\_\_

**ATHLETES PARTY - # ATTENDING** \_\_\_\_\_

**Uniform Declaration**

Please complete this form to assist the NCAA Division III track subcommittee in identifying athletes and institutions in the videotape review of the 2005 NCAA Division III Men's and Women's Indoor Track and Field Championships. Please note if men's and women's uniforms are DIFFERENT.

1. Are men's and women's uniforms (complete two forms if different):      **SAME**      **DIFFERENT**

2. Singlet color and other identification aid: \_\_\_\_\_

3. Color of visible garment under singlet: \_\_\_\_\_

4. Shorts/briefs color and other identification aid: \_\_\_\_\_

5. Color of visible garment under shorts: \_\_\_\_\_

OR

6. Color of tights or half-tights worn as shorts replacement: \_\_\_\_\_

7. Color of unitards/bodysuit: \_\_\_\_\_

8. Team warm-up color and other identification aids: \_\_\_\_\_

# Directions to Illinois Wesleyan University

**\*\*The airport and all the hotels are less than 5 miles to the campus of Illinois Wesleyan University. The Shirk Center is located at 302 E. Emerson Street.**

**Airport to IWU**– Travel 4 miles west on Route 9 (Empire) to Clinton. Turn right on Clinton and left on Emerson. The Shirk Center will be 3 blocks on your right

**Best Western to IWU**– Travel 3 miles south on business 51 (Center) to Emerson. Turn right on Emerson. The Shirk Center will be 4 blocks on your left.

**The Chateau to IWU (about 3 miles)** – Take Veterans south to Empire. Turn right on Empire and follow to Clinton. Turn right on Clinton and left on Emerson. The Shirk Center will be 3 blocks on your right.

**Country Inn & Suites/Airport– (Not on Map about 3 miles)** Follow directions from the Airport

**Country Inn & Suites off Market Street (Not on Map about 3 miles)** Take Market Street East. Turn left on Main Street then right on Emerson. The Shirk Center will be 4 blocks on your right.

**Radisson (about 3 miles)** – Take Veterans Parkway West to Main Street. Turn right on Main Street and then right on Emerson

**Hampton Inn (About 3 miles)** Take Empire west to Clinton. Turn right on Clinton and left on Emerson. The Shirk Center will be 3 blocks on your right

**Hawthorne Suites (About 3 miles)** Take Market Street East. Turn left on Main Street then right on Emerson. The Shirk Center will be 4 blocks on your right.

**Holiday Inn & Suites (About 4 miles)** Take Veterans south to Empire. Turn right on Empire and follow to Clinton. Turn right on Clinton and left on Emerson. The Shirk Center will be 3 blocks on your right.

**Holiday Inn -** Travel 3 miles south on business 51 (Center) to Emerson. Turn right on Emerson. The Shirk Center will be 4 blocks on your left.

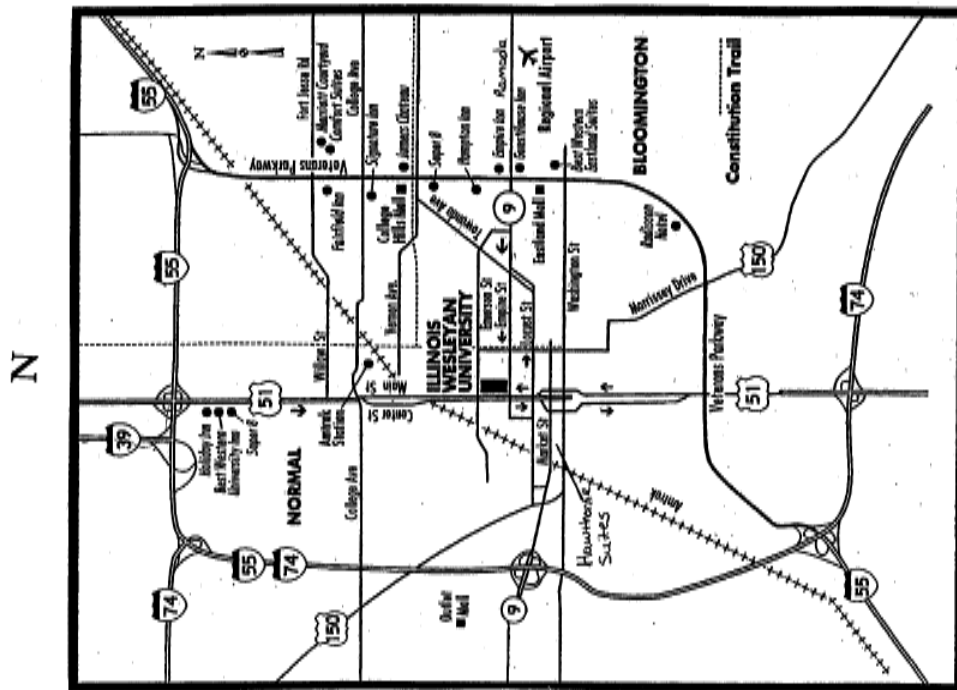
**Ramada Inn – (About 3 miles)** Take Empire west to Clinton. Turn right on Clinton and left on Emerson. The Shirk Center will be 3 blocks on your right





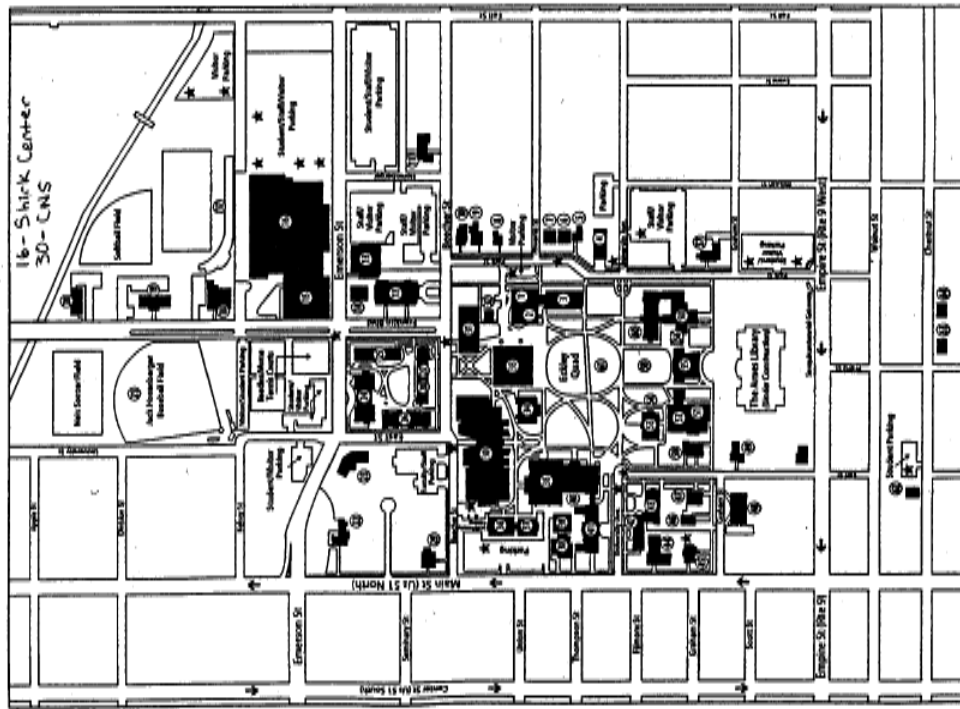


# BLOOMINGTON/NORMAL AREA



# Illinois Wesleyan University Campus Map

N ★ Disability access or parking





## **ATTACHMENT 1**



### **Travel Information**

Please fax prior to leaving your campus to come to the championships.

If your team qualifies for the 2005 NCAA Division III Men's and Women's Indoor Track and Field Championships, please fax your information to Kristin Steckmesser to (309)556-2628 by Noon on Thursday, March 10, 2005.

<b>Institution</b> _____	<b>Coach</b> _____
<b>Men's Team</b> _____	<b>Women's Team</b> _____
<b>Office Phone</b> _____	<b>Fax</b> _____
<b>Cell Phone</b> _____	<b>Home Phone</b> _____
<b>ARRIVAL</b>	
<b>Day</b> _____	<b>Date</b> _____ <b>Time</b> _____
<b>Flight #</b> _____	<b>Airline</b> _____
<b>DEPARTURE</b>	
<b>Day</b> _____	<b>Date</b> _____ <b>Time</b> _____
<b>Flight #</b> _____	<b>Airline</b> _____
<b>Emergency Contact</b> _____	<b>Phone</b> _____
<b>Hotel Name</b> _____	<b>Phone</b> _____

**Teams must make travel arrangements through  
Short's Travel Management at 1-866-655-9215.**

**THIS FORM MUST BE COMPLETELY FILLED OUT WITH ALL  
INFORMATION – No cover sheet needed.**

### **Ground Transportation**

**All transportation needs will be the responsibility of the participating teams.**

## Coaches Checklist

### **Deadline**

- Did you check with your SID about requesting credentials from the Host SID? \_\_\_\_\_ March 7, 2005
- Did you check with your athletic trainer about requesting credentials from the Host athletic trainer? \_\_\_\_\_ March 7, 2005
- Did you share hotel and ticket information with family and friends? \_\_\_\_\_ March 9, 2005
- Did you fax your travel and emergency contact information to Kristin Steckmesser at (309)556-2628. \_\_\_\_\_ March 10, 2005